
Finding That Job

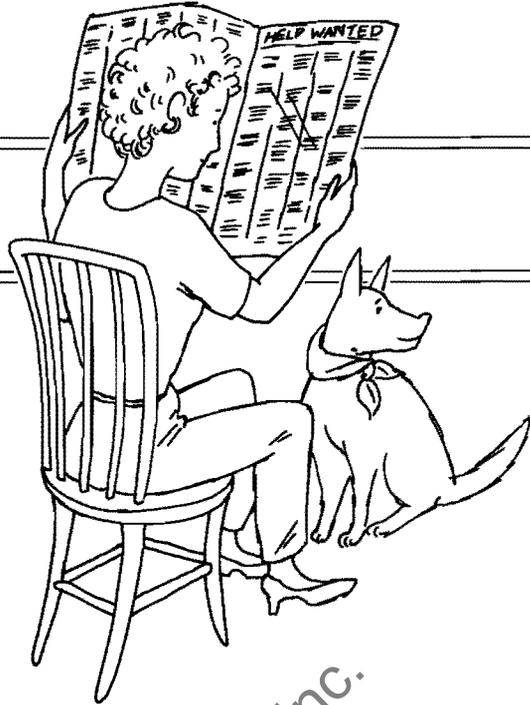
Words to Know

abbreviation: a shortened form of a word or phrase

classified: sorted or arranged by topic or subject

penalty: punishment

typical: being a kind, usual



Once you look at your interests and skills, you have an idea of what type of job you should look for. The next step is to get that job. Where do you begin? There are many answers to this question.

Newspaper

One of the best places to look for a job opening is in the Employment section or Help Wanted section of a newspaper. Sometimes this section is called the *Classified* section. On the first or second page of most newspapers is an index that tells where things can be found. Here is a typical newspaper index.



Index

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The letters in this index tell you what section the information is in. The numbers tell you what page within each section.



1. What is the employment section called?

2. Where would you look to find a newspaper index?

3. Look at the typical newspaper index.

a. What do the letters tell you?

b. What do the numbers tell you?

c. What is the employment section called?

d. Where would you find it?

The help wanted or classified ads are put in the paper by businesses and companies that want to hire people. Usually the ads are listed in alphabetical order by type of job. For example, an ad for a cook would be in the C's, and a job for a painter would be under the P's. Sometimes, you might have to look more than one place for a particular job. For example, an ad for a typist might be listed under T for typist or may be listed under O for office help.

The want ads use a shortened form of writing. Many of the words are abbreviated, or shortened to save space. Many times you will be able to tell what the abbreviations mean just by looking at them. Here are some of the abbreviations you will see in the want ads. Use your dictionary for any words that you do not understand.

Want Ad Key

| | |
|-------------------------------|--------------|
| advancement | adv. |
| morning | a.m. |
| assistant | asst. |
| available | avail. |
| company | co. |
| driver's | dr. |
| equal opportunity employer | EOE |
| equipment | equip. |
| experience | exp.; exper. |
| excellent | exc. |
| Friday | Fri. |
| full time | ft. |
| (35-40 hours per week) | |
| good | gd. |
| graduate | grad. |
| high school | h.s. |
| hours | hrs. |
| information | info. |
| license | lic. |
| months | mos. |
| necessary | nec. |
| needed | nd. |
| afternoon/evening | p.m. |
| paid | pd. |
| part time | p.t. |
| (less than 35 hours per week) | |
| reference | ref. |
| salary | sal. |
| week | wk. |
| year | yr. |

Two classified ads are shown below. The first classified ad is written out. The second ad is the same ad as it would be in the newspaper.

Cook, some experience necessary, full and part time work available Monday through Friday, good hours, paid vacation. Call assistant manager, Mr. Ford at 555-2371.

Cook, exp. nec., ft/pt. avail., M-F, gd. hrs., pd. vac. Call Ass't Mgr., 555-2371.



1. Who puts the want ads in the newspaper?

2. How are want ads listed?

3. What is an abbreviation?

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4. Why are want ads abbreviated?

5. Read the ad that follows. Then answer the questions.

Office help wanted, exc. benefits, no exper. nec., h.s. grad. only, 40 hrs. per wk.; call 567-3100.

a. What kind of job is this?

b. Where would it be listed?

c. Would you need experience?

d. Is this full or part time work?

6. Read the ad that follows. Then answer the questions.

Service Station Help, 20 hrs. wk., exper. nec., apply in person, 420 Black Road, Camptown.

a. Where can you apply for this job?

b. Should you telephone the service station to apply?

c. Is this full or part time work?



1. Rewrite the want ad below as it might appear in the newspaper.

Driver needed for light deliveries. Good pay and good company benefits, high school graduate with driver's license. References needed. For more information call Lee Posie, General Florist, at 555-1298.

2. Bring in a copy of your local newspaper.

Longer Form

a. Where will you find the classified section?

b. Find three jobs for which you could apply. What are they?

3. Make a list of five new abbreviations you find in your paper. What do they stand for?

4. Write your own ad for a job around your home. Use abbreviations. Then pass this book to a classmate. See if he or she can rewrite the ad in its longer form.

CLASSMATE

Your Ad

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